WNAT
Artificial Intelligence (AI) Policy

Contents

1. **Purpose**

   This policy sets out the principles and guidelines for the ethical and effective use of Generative Artificial Intelligence (AI) within West Norfolk Academies Trust (WNAT). It ensures that AI technologies are used to enhance teaching and learning while maintaining compliance with relevant legal and ethical standards.

2. **What is Generative AI**

   Generative AI is one type of AI. It refers to technology that can be used to create new content based on large volumes of data that models have been trained on a variety of sources. ChatGPT, Microsoft Copilot and Google Gemini are generative AI tools, built on large language models (LLMs). LLMs are a category of foundation models trained on large amounts of data, enabling them to understand and generate human-like content.

   Such tools can:
   - answer questions
   - complete written tasks
   - generate images, text or code
   - respond to prompts in a human-like way

   Other forms of generative AI can produce:
   - audio
   - simulations
   - videos

   Generative AI could be used for:
   - creating educational resources
   - lesson and curriculum planning
   - tailored feedback and revision activities
   - administrative tasks
   - supporting personalised learning

3. **Staff Use of AI:**

   When used appropriately, generative AI has the potential to reduce workload for staff and free up teacher's time allowing them to focus on delivering excellent teaching, therefore, staff may find it helpful to use AI using the Trust-approved tool - Gemini. If this is the case, the following principles must be complied with:

   - All uses must be transparent and honest – staff must not pass off AI-generated work as their own but acknowledge to colleagues and students alike the extent of AI assistance, and where possible give the sources that the AI model used.
   - AI tools must not be used to impersonate individuals or organisations, in a misleading or malicious manner, or to generate content that is unlawful, harmful, or offensive.
   - Staff must not give an AI model any personal or professional information about themselves, the school, other staff members, pupils or their families.
   - All staff must use their professional judgement when using Generative AI. Any content produced requires critical judgement to check for appropriateness and accuracy. The quality and content of any final documents remains the responsibility of the staff member who produced it at WNAT, regardless of the tools or resources used.

- Staff must be aware of the potential biases and inaccuracies or false information of generative AI tools and inform students about these risks.
- Generative AI tools can make certain written tasks quicker and easier, but it cannot replace the judgement and deep subject knowledge of a human expert at WNAT and should not replace the valuable relationship between teachers and pupils.
- Staff will always ensure there is human oversight for any AI created resource.
- Staff must cross reference outputs with reliable sources and review citations provided by AI tools.

4. AI Use in Lessons at WNAT

- Pupils should only be using generative AI in education settings with appropriate safeguards in place, such as close supervision and the use of tools with safety and filtering and monitoring features. All AI tools except Gemini and Copilot will be blocked via Smoothwall (our filtering system).
- Staff must consider the possible impacts on learning if allowing pupil's to use AI and understand the risks of pupil's accessing bias and misinformation.
- Staff must comply with age restrictions set by AI tools and open access LLM (large language models)
- Staff must ensure the intended use of AI is specific and has clear benefits that outweigh any risks.

5. Students Use of AI

Students must understand and comply with the following principles when using AI in school or at home for academic work:

- AI tools used in academic work must not be used for cheating, plagiarism, or any other unethical behaviour.
- AI tools must not be used to impersonate individuals or organisations, in a misleading or malicious manner, or to generate content that is unlawful, harmful, or offensive.
- It is the responsibility of students to verify the accuracy of information received from any AI sources (including search engines) used.
- Students must always clearly credit/acknowledge the use of known AI technology in their work when they have actively engaged with it, the use of the particular AI model, as well as the prompts used.
- Students must maintain confidentiality in their interactions with AI tools and must not disclose any confidential or personal information about the school, themselves or any other people to the AI model.
- Students who breach this policy may face disciplinary action by the school.

6. Data Privacy

- It is important to be aware of the data privacy implications when using generative AI tools. At WNAT Personal data is always protected in accordance with data protection legislation.
- At WNAT personal data is not used in generative AI tools.

7. **Intellectual Property**

It is important to be aware of the intellectual property (IP) implications when using generative AI tools:

- At WNAT, staff understand that materials protected by copyright can only be used to train AI if there is permission from the copyright holder
- Materials created by pupils and teachers may well be copyright material, assuming the statutory standard for what comprises copyright material is satisfied.
- Many free-to-access generative AI tools will use the inputs submitted by users to further train and refine their models. Some tools, largely paid tools, allow users to opt out of inputs being used to train the models.

8. **Permission to Use**

Staff at WNAT must not allow or cause students' original work to be used to train generative AI models unless they have permission, or an exception to copyright applies. Permission would need to be from the:

- student, as the copyright owner
- student's parent or legal guardian, if the copyright owner is unable to consent because of being under 18.

9. **Secondary Infringement**

Staff at WNAT will be made aware of the risk of secondary infringement. This could happen if AI products are trained on unlicensed material and outputs and then used in educational settings or published more widely – for example, on a school or college website

10. **Policy**

This policy has been informed by the following:

- Department for Education's 'Statement on Generative Artificial Intelligence in Education
- Department for Education's Policy Paper on Generative Artificial Intelligence in Education

It should also be read in conjunction with the following policies:

- Online Safety
- Safeguarding and Child Protection
- Data Protection
- Teaching and Learning Policy
- Acceptable Use Policy